



**U.S. Department of Housing and Urban Development**

Seattle Regional Office  
Seattle Federal Office Building  
Office of Public Housing  
909 First Avenue, Suite 360  
Seattle, WA 98104-1000

December 16, 2003

## **PHA CIRCULAR**

**ATTENTION: ALL PUBLIC HOUSING AGENCIES IN THE  
JURISDICTION OF NW/AK AREA**

**NO. 03-08**

**SUBJECT: TENANT ASSESSMENT SUBSYSTEM (TASS)**

**APPLIES TO:  
LIPH  
SECTION 8**

***NOTE: Forms, Handbooks, Notices, and other directives issued by HUD  
Headquarters may be ordered by calling 1-800-767-7468, or faxing  
an order to (202) 708-2313.***

### **Tenant Assessment Subsystem (TASS)**

Program administrators of the Department of Housing and Urban Development's (HUD) rental assistance programs are expected to verify all tenant-reported income at the time of re-certification to correctly determine the level of rental assistance the household is entitled to receive. This tenant-reported income includes Social Security (SS) and Supplemental Security (SSI) benefits provided by the Social Security Administration (SSA). HUD developed and implemented an automated system called the Tenant Assessment Subsystem (TASS), deployed on HUD's Secure System, to provide program administrators with the required SS/SSI information via a secure Internet facility. HUD's Office of Public Housing and Indian Housing's (PIH) Real Estate Assessment Center (REAC) maintains and operates TASS.

HUD strongly encourages its program administrators to use the SS and SSI benefit information provided via the TASS online system because it offers many advantages including the following:

- Quick and easy verification of SS and SSI benefits; users may obtain the reports as soon as HUD places the information on the Internet facility.

- The ability to search for and locate information on a specific household or groups of households
- The ability to download SS/SSI benefit data in a format suitable for importing into a database for users who wish to manage their own database.
- Information on individuals who may have unreported or underreported their benefits.
- Help in identifying excessive rental assistance paid to tenants who underreported their benefits.
- Information needed to help determine whether administrative or legal action should be taken against tenants who underreported their income.

TASS provides benefit information for all tenants receiving SS/SSI benefits four months prior to the re-certification due date for the household.

If a tenant's benefit information is not available in TASS an award or benefit information letter prepared and signed by SSA will be acceptable for third party verification.

TASS can be accessed at the following web site:

[http://www.hud.gov/offices/reac/products/tass/ssssi\\_reference.cfm?](http://www.hud.gov/offices/reac/products/tass/ssssi_reference.cfm?)

If you have any questions please contact Suzanne Manville, Program Analyst, at (206) 220-6231, Seattle Office; or David Peters, Program Analyst, at (503) 326-4067, Portland Office.

Sincerely,

/s/

Harlan Stewart  
Director  
Office Of Public Housing